

C-O-N-F-I-D-E-N-T-I-A-L

16 October 1963

OFFICE OF PERSONNEL MEMORANDUM NO. 20-49-1

SUBJECT : Delegation of Authority to Approve Personnel Actions

RESCISSION: Rescinds All Previous Delegations to Approve Personnel Actions

The following officials of the Office of Personnel are delegated authority to approve personnel actions, as indicated, for employees GS-1 through GS-15 subject to authentication by the Director of Personnel:

A. Chief, Personnel Operations Division

1. Initial appointment of Staff or Reserve Employees to the Agency.
2. Reassignments, Personal Rank Assignments, Promotions, Change of Service Designation, and Miscellaneous Status Changes including Leave Without Pay when such leave is less than one year, Name Changes, etc. (This does not include authority to approve actions concerning members of the Personnel Career Service or of the Office of Personnel or concerning members of the Clandestine Services Career Service.)
3. Conversion of Staff Agent to Staff Employee.

B. Chief, Clandestine Services Personnel Division

1. Reassignments, Personal Rank Assignments, and Promotions affecting members of the Clandestine Services Career Service.
2. Change of Service Designation when employee is transferring to CSCS.
3. Miscellaneous status changes affecting members of the CSCS.

C. Chief, Contract Personnel Division

1. Initial appointment of Staff Agents to the Agency.
2. Conversion of Staff Employee to Staff Agent.
3. Reassignments, Promotions, Change of Service Designation and Miscellaneous Status Changes affecting Staff Agents.
4. Change of Service Designation when employee is a Staff Agent.
5. Resignation of Staff Agents.

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Group I  
Excluded from Automatic  
Downgrading and  
Declassification

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D. Chief, Benefits and Services Division

1. Resignation and retirement actions on all employees except Staff Agents and those resignations which are in lieu of involuntary separations.
2. Death actions except those affecting deceased Staff Agents.

E. Chief, Special Activities Staff

1. Involuntary separation.
2. Resignation in lieu of involuntary separation.
3. Change to Lower Grade.
4. Suspension.
5. Conversion to Career Employee Status.

The above named officials are authorized to redelegate to their subordinates such approval authority as they deem appropriate.



Emmett D. Echols  
Director of Personnel

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